

## Classified Employees Council Regular Meeting Minutes for Thursday, March 23, 2006

---

- I. **Call To Order** – Cheryl Ravens called the meeting to order at 2:10 p.m.
  - a. **Members Present** – Cheryl Ravens, Becky Steenburg, Ruby Sanchez, Stacie Dove and Jacqueline Vigil.
  - b. **Members Absent** – Pat Roybal (on special assignment at the ASC Budget Committee meeting per Cheryl); members out ill: Otis Hager, Jeff Cook, Bobbi Maul.
- II. **Approval of Agenda** – Jacqueline moved to accept the agenda, Ruby seconded. Motion passed.
- III. **Minutes of Previous Meeting**
  - a. February 23, 2006 – Jacqueline corrected the Foundation account balance which should have been \$40,763.28 and Stacie corrected the Valentine Fundraiser amount as being \$1,448. Ruby motioned to approve the minutes as amended, Stacie seconded. Motion passed.
- IV. **Treasurer's Report** – Jacqueline had all the treasurer information and re-formatted the report to include her name as preparer and the date prepared.
  - a. Club Account: \$6,079.54 (\$100 transfer to Foundation Account not yet posted).
  - b. Foundation Account: \$41,089.28
  - c. Interest Rate for 2006 will be 4.5% and for 2007, 4.0%. The interest rate is established by the Foundation Board.
- V. **Old Business**
  - a. **Summer Employee Scholarship** – Becky reported that she and Bobbi decided to form a CEC subcommittee to work on the necessary changes for the scholarship so that a vote can be solicited at the next general meeting in April. She also offered to have anyone else join in. Cheryl indicated an interest. We want to put a vote before the general assembly that will open up the scholarship for use during the summer session.
  - b. **General Meeting Planning**
    - i. The date was set for the general meeting on Tuesday, April 11, 2006 at 10:30 a.m. in the Coronado Hall Lobby. Agenda Items will be as follows:
    - ii. Opening Statement - Dr. Svaldi with an institutional update
    - iii. Guest Addresses:
      1. Shannon from HR with open enrollment information.
      2. Bill Mansheim on deferred maintenance, floor funding and salary survey.
      3. Todd Wright from Facilities Services with information about Plachy Hall.
    - iv. New Business:
      1. Scholarship bylaw changes and vote
      2. Council membership vote
        - a. **1 technical** (Jacqueline's position) – Jacqueline is filling-in the rest of Jenny's term and her position needs to be voted in as a new member.
        - b. **1 at-large** (Cheryl's seat) – Cheryl was filling the rest of Danielle Smith's term because Danielle's job was changed to an exempt position, so she had to go off of the CEC.
      3. Informational Items:
        - a. Ride the Rockies – We will be having a booth as the bike riders make their way through Alamosa.

- b. Annual overview of CEC Business – council needs to update and present as an informational item.
    - 4. Discussion Items:
      - a. Otis Hager – Campus Fundraiser
    - 5. Reports:
      - a. Treasurer’s Report
    - 6. Adjourn
  - c. **Goals and Mission Statement** – Due to lack of time and not everyone in attendance, Becky motioned to take a vote on this item by email.
  - d. **Ride the Rockies** – Cheryl put in the application and will have the information available for whoever is voted-in as the new president after the May CEC meeting.
  - e. **Fundraiser (Otis)** – Otis was absent, no update available. Item has been made part of the general meeting agenda.
- VI. New Business**
- a. **Annual Overview of CEC Business** – Cheryl asked Becky to take everyone’s suggestions for changes by email and update to present as an informational item at the general meeting.
  - b. **Employee Gift Fund** – Cheryl said that more information about this will be forthcoming from the administration, but that the general idea is to have a fund to which employees can contribute for continuing education and other types of seminars and training.
- VII. Reports**
- a. **Program Review in Facilities Services** – Cheryl reported that an outside reviewer came and did extensive interviewing and observations of the daily procedures at Facilities Services. The program reviewer will provide a report of her findings in the next two weeks. Cheryl also mentioned that it was at Board of Trustees member, Kathleen Eck’s suggestion that ASC bring in an outside individual for this program review.
  - b. **The Board of Trustees** will be on campus for a meeting on April 6. The Classified Employee Council has been invited to breakfast. Cheryl will send out the details.
- VIII. Next Meeting** -- The general meeting takes place of the regular meeting. The next regular meeting will be in May and needs to be scheduled.
- IX. Adjourn** – Stacie motioned to adjourn the meeting, Jacqueline seconded. Motion passed. Meeting adjourned at 3:19 p.m.

Respectfully Submitted,  
Becky Steenburg